

**DREFM**Division of Real Estate and Facilities Management
Bureau of Parking and Building Access

dgs.virginia.gov

Agreement for Pre-Tax Parking Fee Program Form

Instructions:

- For DGS employees to begin or terminate participation in the DGS Pre-Tax Parking Fee Program check the appropriate box below.
- Print your name and employee number.
- Fill in the effective dates.
- Sign and date the form.
- Return to the DGS Parking Services Section.

First Name:			MI:	Last Name:
Employee/Payroll ID Number:				
<input type="checkbox"/> I wish to participate in the DGS Pre-Tax Parking Fee Program.				
<input type="checkbox"/> I no longer wish to participate in the DGS Pre-Tax Parking Fee Program.				
Date Submitting Form:				
Forms that are submitted between:		Will be reflected beginning with your paycheck dated:		
1 st – 15 th of a month		the 1 st of the following month		
16 th – 31 st of a month		the 16 th of the following month		

I understand that as of the date above, my semi-monthly taxable income will be reduced by half the current monthly parking rate. I also understand that the amount will change if there is a change in the DGS published parking fee rate.

This agreement is legally binding and may not be terminated until I complete another Agreement for Pre-Tax Parking Fee Program Form or my employment is terminated.

Employee Signature:	Date:
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US Code § 132(f)